

CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Jan. 16, 2001

NEWS BRIEFS

WE'VE GOT YOUR NUMBER

New state telephone directories are available at the Building Superintendent's offices in the CHR and HSB Buildings. Please recycle old directories in bins provided in lobbies.

YOGA ANYONE?

A Frankfort yoga instructor has offered to provide yoga classes for employees in the CHR Building.

The class will meet in a yet-to-be-determined location in the building either during lunch or after work. The minimum number of students required is 6, and the cost is \$5 per class (first class is free).

Please e-mail Ronnie Dunn, CFC Division of Personnel, to see if there are enough interested for a class.



TIP OF
THE
WEEK

Fiber is the indigestible part of plants and it is found in legumes (dried peas and beans), fruits, vegetables, and whole grain cereals, and breads. Fiber is believed to help to lower blood-glucose and blood-fat levels, which is especially important for people with diabetes. It also aids digestion.

CHS Is Part Of KyCARES Directory

Kentucky citizens and government employees looking for services now have a new Internet tool to help them find information quickly. This resource is called KyCARES, and it is state government's latest effort to make technology work for its citizens.

Gov. Paul Patton unveiled KyCARES at a news conference last month at the Paul Sawyer public library in Frankfort.

"KyCares is an online directory that provides information on a wide range of basic human services such as housing, food, childcare, transportation, employment and training and so much more," Gov. Patton said. "There are over 47,000 services of local, state and federal agencies listed in this directory, and people will find it extremely easy to

use."

The site is also an excellent resource for CHS employees seeking to help citizens. The site has a link on the CHS home page.

To access KyCARES, go to this address: www.KyCARES.net.

Directions are provided to help find the information.

"People who do not have a computer are not left out," Patton explained. "They can go to their local library to use the computer. Instruction cards will be available to lead

them through the process."

Kentucky is one of the first states to develop an on-line directory of human services. Six state agencies form the KyCARES Council, which oversees the program. They are of Health Services, Families and Children, Workforce Development, Transportation, Justice and Department of Education.



Olinger Named Local Health Director

Dr. Betty H. Olinger has been appointed the new director for the Division of Local Health Department Operations in the Department for Public Health. She began Jan. 8.

She has served as a staff nurse and supervisor at Garrard County



Olinger

Hospital, staff nurse and instructor at Newport Hospital in Newport, R.I., faculty member at Berea College as well as professor of nursing and assistant vice president of academic affairs at Kentucky State University.

Dr. Olinger received her bachelor's in nursing from Berea College and her master's in nursing and doctorate in higher education administration from the University of Kentucky.

Timeline For New Employee Evaluation System

Jan. 1 not only brought in the new year, but also a new performance evaluation system for Kentucky State Government. The goal of the new performance evaluation is to provide uniform standards and methods of evaluating work performance of all employees.

It seeks to use these standards and methods in discretionary salary advancements, promotions, disciplinary actions and for the develop-

ment and operation of programs to improve work effectiveness of employees.

The annual performance evaluation period occurs during the calendar year beginning on Jan. 1 and ending Dec. 31. Employees who have completed their initial probationary period on or before Jan. 1, and who are Merit System employees, are eligible for evaluation. Employees who are Merit System employees but complete

their initial probationary after Jan. 1 will be eligible for the next evaluation cycle.

Supervisors and employees have responsibilities throughout the year to ensure that the system works. This is a true performance management system, consisting of three phases. Those phases are: planning, coaching and feedback, and evaluation.

Listed below are expectations for both supervisors and employees. ✓

Employee Evaluation Calendar

January- Planning

1. Meet with employees; discuss job duties and expectations.
2. Establish a performance plan for each eligible employee.

February and March- Coaching and Feedback

1. Supervisor should be documenting relevant information on employee job performance as per performance plan.
2. Employees should document job duties especially all duties completed in addition to regular job duties.

April- Coaching and Feedback

1. Supervisor will meet with employees and complete an interim review.
2. Supervisor will provide employee with both positive and/or negative feedback pertaining to job performance.
3. When appropriate, discuss measures to improve or enhance performance with employee.

May through July – Coaching and Feedback

1. Supervisor should be documenting relevant information on employee job performance as per performance plan.
2. Employees should document job duties especially all duties completed in addition to regular job duties.

August- Coaching and Feedback

1. Supervisor will meet with employees and complete an interim review.
2. Supervisor will provide employee with both positive and/or negative feedback pertaining to job performance.
3. When appropriate discuss measures to improve or enhance performance with employee.

September through November – Coaching and Feedback

1. Supervisor should be documenting relevant information on employee job performance as per performance plan.
2. Employees should document job duties especially all duties completed in addition to regular job duties.

December – Coaching and Feedback, Evaluation

1. Supervisors should be reviewing each employee's year of performance.
2. Review performance plan for needed changes.
3. Schedule meetings for January to complete year-end evaluation.

January – Evaluation, Coaching and Feedback

1. Conduct year-end evaluation. This evaluation can occur in December, but must be completed by Jan. 30 of each year.
2. Establish new performance plan for eligible employees by Jan. 30 of the performance year.

If you have questions, call your Personnel Administrator (MHMRS-564-9234 or all other CHS Agencies-564-2157) or the HRD Office, 564-2781.